

DRAFT

STAFFORD COUNTY PUBLIC SCHOOLS

SCHOOL BOARD MEMBERS

THOMAS F. VILLACRES
Chairman

DANA REINBOLDT
Vice-Chairman

ROBERT S. BELMAN
PATRICIA HEALY
ROBERT P. HUNT
EDWARD J. SULLIVAN
KAREN D. ZINK

31 Stafford Avenue
Stafford, Virginia 22554-7246
Phone: 540-658-6000
Fax: 540-658-5963
<http://www.staffordschools.net>

JEAN S. MURRAY, ED.D.
Superintendent



October 24, 2005

Dear Parent:

The Stafford County School Board amended Policy 7-13, Student Transfers, on September 13, 2005. Following amendment of policy 7-13, the Superintendent implemented Regulation 7-13 to further define and clarify the student transfer process. Significant changes which impact your student's transfer status include:

- 1) **YOU DO NOT NEED TO SUBMIT A TRANSFER REQUEST FORM EACH YEAR.** All approved student transfer requests are now approved through the last grade level of the requested school. This change is effective immediately. Current transfer students do not need to submit a new form unless requesting a school other than the school they are currently attending. If you plan to request for your student to attend a school other than the one he/she is currently attending, you must complete a Transfer Request Form by the **JUNE 1ST deadline** set forth by the School Board. Please refer to Regulation 7-13 D.
- 2) Students attending a school under an approved student transfer must abide by all Stafford County Public Schools policies and regulations. Failure to follow any policy or regulation may result in revocation of transfer approval. Acceptable attendance is required of all transfer students. Please refer to Regulation 7-13 E.

Please review the attached policy and regulation 7-13, Student Transfers. Any questions should be directed to your school's Principal or the Office of Planning and Construction at 540-658-6000.

Sincerely,

Jean S. Murray
Superintendent